



Protecting local  
communities

## **VACANCY**

**Job Title: Property Manager**

**Hours: 37 hours per week**

**Salary: £37,849 - £40,760 (starting salary £37,849)**

**Location: Training and Administration Hub, Queens Meadow Business Park, Hartlepool.**

Cleveland Fire Brigade is looking to recruit an experienced and highly motivated individual to take on a key role in the management of all property assets.

The Brigade has made a significant investment into modernising its estates in recent years, rebuilding and refurbishing fire stations across Cleveland and building the new Queens Meadow complex in Hartlepool which hosts administrative, training and technical facilities.

The main duties of this role are to manage property and facilities in line with strategic plans and to provide safe and efficient day-to-day operational management of the Brigade's estates portfolio. You will ensure ongoing compliance with all relevant statutory legislation and further develop a customer focused, high quality and responsive property maintenance function.

The successful candidate will have demonstrable experience in management of property-related projects and services, which includes managing staff, contractors, budgets and planned preventative maintenance programmes.

To apply please complete an application form and email your completed form to [recruitment@clevelandfire.gov.uk](mailto:recruitment@clevelandfire.gov.uk) For any queries please contact the Human Resources Department on 01429 874019.

**Closing Date: 7 July 2019**

**Interview: 31 July 2019**

**Applicants who have not been contacted by 12 July 2019 should assume they have been unsuccessful.**

## Personal Role Profile

<b>Role Title:</b>	Property Manager	<b>Reporting To:</b>	Head of ICT & Estates
<b>Location:</b>	Training & Administration Hub	<b>Role/Grade:</b>	Grade H
<b>Purpose of Role:</b>	<ul style="list-style-type: none"> <li>The management of Cleveland Fire Authority property and facilities in line with the Authority's strategic plan.</li> <li>Responsible for providing safe and efficient day to day operational management of Building and, Engineering Services to the Brigade's property portfolio and other occupied space.</li> <li>Proactively develop a fully customer focused, high quality and responsive maintenance function which will minimize risk of harm to staff and people who use services.</li> </ul>		

### Key Responsibilities

1. Play a significant role in the development of the Authority's Asset Management Strategy and Plan, produce and implement Estates policies related to the operational management of the Estate.
2. Maintain effective performance and budgetary monitoring systems and controls.
3. Prepare specifications and schedules of work, contract and tender documentation in relation to all aspects of building upgrades or refurbishment programmes.
4. Manage relationships with Estates-related consultants, contractors and suppliers.
5. Line-manage members of staff within the Estates Department.
6. Develop, implement and maintain relevant Business Continuity Plans.
7. Lead on the Development and Implementation of the Energy and Environmental Strategy.
8. Manage the Authority's Estate appertaining to all engineering maintenance/building/equipment together with managing selected project schemes.
9. Responsibility for the effective performance and statutory compliance of all building services, plant, equipment, structures and fabric to meet the Authority's strategic goals.
10. Ensure systems are in place to carry out comprehensive annual condition surveys, risk assessments and audits to monitor building and services performance, analyse results. Implement regimes to minimise unexpected failures and minimise the risk of legislative non-compliance.
11. Ensure the Authority complies with all statutory/mandatory guidelines relating to Estates services and projects. Be accountable for the correct interpretation to occupational polices to satisfy Health & Safety legislation.
12. Develop information systems to ensure appropriate information to satisfy Statutory, performance and financial objectives. Ensure that all codes of practice requirements related to buildings/ plant/ equipment are operational and accomplished.
13. Provide technical support on all aspects of Estates Services plant & equipment to Authority staff and project teams. Provide interpretation and application of policy, legislation and guidance.
14. Ensure statutory compliance within buildings relating to Asbestos Management, control of Legionella, Electricity at Work, Pressure Vessel Systems. COSHH, Gas Safety (Corgi), DDA, Loler & Puwer.
15. Provide operational Estates managerial input into major estates capital programmes and projects and membership of project management teams.
16. Procure and manage out-sourced services within agreed financial limits. To constantly review methods and patterns of service delivery, planning and implementing changes, as appropriate, to deliver best value.
17. Ensure maintenance and repair cost reporting systems are in place and maintained to identify actual costs of activities to enable performance monitoring and benchmarking to be undertaken.
18. Set up, manage/co-ordinate and maintain, as necessary, in accordance with Financial Procedures, lump sum and measured term contracts for planned and routine maintenance/repair functions.
19. Account for the management control and use of all utilities, to include electricity, gas, water and oil so as to ensure a system of energy audit. Carry out an annual review of all utilities contracts renegotiate as appropriate.

**PERSON SPECIFICATION****JOB TITLE:**        **Property Manager****DEPT:**            **Estates****GRADE:**         **H**

<b>REQUIREMENTS</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>HOW MEASURED</b> (see key below)
<b>EXPERIENCE/KNOWLEDGE</b>			
Demonstrable experience in management of property-related projects and services.	✓		<b>A/F/R</b>
Experience of managing directly employed staff.	✓		<b>A/F/R</b>
Experience in managing contract labour engaged in service work and new schemes.	✓		<b>A/F/R</b>
Ability to formulate and manage Planned Preventative Maintenance programmes for property and plant.	✓		<b>A/F</b>
Ability to manage budgets to meet targets in a challenging financial environment.	✓		<b>A/F</b>
Ability to provide and receive complex technical information in relation to Estates Projects and be expected to negotiate with specialists/non-specialists, senior managers, contractors and suppliers.	✓		<b>A/F</b>
Ability to manage statutory compliance within buildings relating to Asbestos, Legionella, Electricity at Work, Pressure Vessel Systems, COSHH, Gas Safety, DDA, LOLER and PUWER	✓		<b>A/F</b>
<b>SKILLS/COMPETENCE</b>			
Highly developed specialist knowledge underpinned by theory and experience relevant to this post.	✓		<b>A/F</b>
Ability to communicate at a high level by telephone, face to face and in writing.	✓		<b>A/F</b>
Suitable ICT skills and capability to produce information in various formats.	✓		<b>A/F</b>
Ability to make judgements relevant to risks using own experience and knowledge, in conjunction with technical advisors and other staff groups, whilst taking into account relevant legislation on estates and assets related issues.	✓		<b>A/F</b>
Ability to interpret complex facts and activities and formulate appropriate action plans.	✓		<b>A/F</b>
Ability to write complex reports, business			

cases, policies, procedures and works specifications for relevant Capital projects and systems.	✓		<b>A/F</b>
Understanding of capital and revenue planning, project/programme financial management and budgetary control.	✓		<b>A/F</b>
Project leadership skills relating to improvements to service change and the estates portfolio.	✓		<b>A/F</b>
Ability to evaluate the impact of any statutory developments and changes to policy affecting estates.	✓		<b>A/F</b>
Ability to analyse, identify and specify equipment and other resource requirements to fulfil current and future objectives.	✓		<b>A/F</b>
<b>EDUCATION/TRAINING</b>			
Professional knowledge acquired through a relevant qualification in a Building and/or Engineering related subject or Chartered Membership of a relevant Professional Body or equivalent.	✓		<b>A/P</b>
Degree in Building or Property related subject.		✓	<b>A/P</b>
Management Qualification.		✓	<b>A/P</b>
Legislative Qualifications.		✓	<b>A/P</b>
Health & Safety Qualification.		✓	<b>A/P</b>
Current Driving License.	✓		<b>A/P</b>
<b>OTHER RELEVANT (JOB SPECIFIC) POINTS</b>			
Ability to work confidentially	✓		<b>A/F</b>
Be flexible and adaptable	✓		<b>A/F</b>
Commitment to Equality and Diversity	✓		<b>A/F</b>
Commitment to Health and Safety	✓		<b>A/F</b>

*A=Application, T=Test, I=Interview, R=References, P=Proof (certificates etc.)*